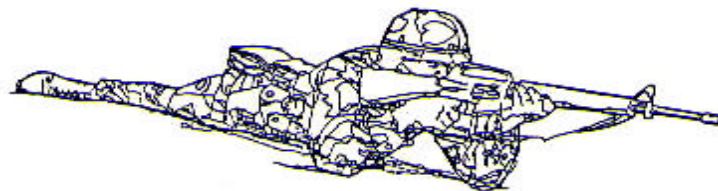
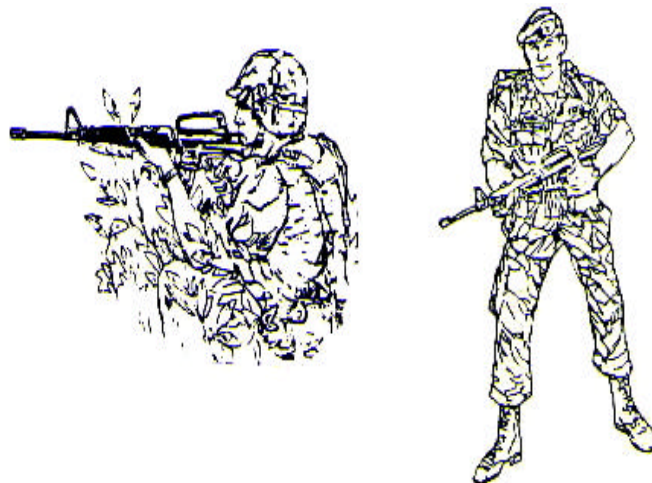


AIR FORCE SPECIAL OPERATIONS COMMAND

AFSOC HANDBOOK 31-301

"DEPLOYED FORCE PROTECTION & SECURITY"



1 June 1999

Deployed Force Protection & Security

Supersedes: AFSOCH 31-1, 1 Mar 98

Certified by: HQ AFSOC/SF (Lt Col David H. Donatelli)

Distribution: F

SUMMARY OF REVISIONS

This revision incorporates minor clarifications and changes derived from field units, the Air Mobility Warfare Center RAVEN Course, adds force protection guidance, and outlines security procedures in checklist form.

General Knowledge		Page
Paragraph One - Forward.....		02
Paragraph Two - Introduction.....		02
Paragraph Three - QFEBN MISCAP Statement.....		03
Paragraph Four - QFEBM MISCAP Statement.....		03
Paragraph Five - Deployed Security Coordinator (DSC) Job.....		03
Description		
Paragraph Six - Chain Of Command.....		03
Attachments		
1. Effective Communications Checklist.....		04
(Using Your Mind As Your #ONE Tool)		
2. Pre-Deployment Checklist.....		08
3. Threat Awareness Checklist.....		10
4. Pre-deployment and Incoming Briefing Checklist.....		11
5. Aircrew Pre-Mission Force Protection Brief Checklist.....		12
6. DSC Operational Deployment Checklist		15
7. Weapons and Munitions, Security, Storage and Handling		17
Checklist		
8. Deploying Weapons Checklist.....		18
9. Special Security Instruction Checklist.....		20
10. Vulnerability Assessment Checklist.....		21
11. Travel Briefing Checklist.....		22
12. Personal Vehicle Security Checklist.....		23

13. Ground Transportation Security Checklist.....	25
14. Hotel Security Checklist.....	27
15. Defensive Flying Security Checklist.....	28
16. Hostage Survival Briefing Checklist.....	30
17. Individual Force Protection Survey Checklist.....	32
18. Force Protection/Site Survey Checklist.....	33
19. Handling, Storage, Reproduction, and Destruction of.....	40
Classified Material Checklists	
20. Deployment Debriefing Checklist (Guide).....	45
21. Force Continuum Model Checklist.....	46
22. Terrorist Bomb Threat Stand-Off Guide.....	47
23. Combat First Aid Checklist.....	48
24. Warning Order Checklist.....	50
25. Operations Order Checklist.....	51
26. Useful Field Reports Checklist.....	54
27. Post Briefing Checklist.....	55
28. Aircraft Familiarization Checklist.....	57
29. Exercise Force Protection Plan Format Checklist.....	58
30. Re-Deployment Checklist.....	60
31. Common Acronym Checklist.....	62

1. Forward. This checklist booklet is not intended to replace existing directives and regulations concerning mobility and deployment, force protection guidance in support of the AFSOC security force missions or contradict any existing policies or directives. It is by no means all-inclusive and any suggestions for changes will be gratefully accepted. This booklet is only intended to get you, the deploying security coordinator/team leader, thinking in the right direction in the hectic days (or hours) before deployment and then get you started once you've reached your deployed location. It is meant to be a true "BDU pocket-book," designed to fit in a BDU side leg pocket. There is nothing extremely special about the checklists provided. They're simply included to aid you in your daily security force duties. Each checklist was created as a stand-alone guide. Therefore, information contained in one may be contained in another.

2. Introduction. Air Force and joint operations commanders ensure Air Force Special Operations Command (AFSOC) security requirements are met when Air Force owned and AFSOC assigned priority resources, aircraft, or personnel are deployed in support of a mission or exercise. Force protection and physical security of special operations aircraft is of paramount concern. Harm done to AFSOC personnel and damage to, or destruction of aircraft associated with special operations is a highly visible, newsworthy event and could hinder our ability to accomplish sensitive missions. Security of special operations command centers must also be maintained to ensure viable command and control for special operations missions.

3. QFEBN Mission Capability (MISCAP) Statement. Provide deployed aircraft weapons system security and C3 entry/internal control for resources and missions under the control of the AFSOC Commander. Missions include protecting special operations aircraft against sabotage by providing entry and circulation control, limited detection, reporting and response to hostile actions. Forces also secure deployed special operations command centers and provide increased security protection at high threat locations and during attacks against special operations forces. Multiples of this UTC may be used to provide security for large aircraft packages and multiple deployed command centers. While teams can interface with base defense forces when co-located, they remain under the command and control of the AFSOC commander at the deployed location. This element is designed for use at Main Bases (MB), Limited Bases (LB), and Staging Bases (SB). Team composition is one 3P071 and four 3P051.

4. QFEBM Mission Capability (MISCAP) Statement. Equipment only package built to support a minimum of three QFEBN UTC packages deployed in one location. Equipment includes means of communications, securing devices, computer, printer, tools, electrical support, fire protection, and utility vehicles.

5. DSC Job Description. Principle advisor to the mission commander on force protection (physical security, resource protection, information and personnel security, and anti-terrorism) for all personnel and operational resources while at forward deployed locations. Develops force protection policy, procedures, and guidelines for special operations units deployed worldwide. Writes and reviews security plans, OPORDs, and security instructions. Sources security force personnel to meet force protection requirements. Administers pre-deployment and incoming force protection briefings. Serves as a key member of the deployed Threat Working Group (TWG) and Force Protection Working Group (FPWG).

6. Chain of Command. Chain of Command for Special Operations Forces (SOF) deployments: AFSOC security forces personnel who deploy in support of SOF missions will normally fall under the control of the deployment mission commander and report directly to the DSC. If SOCOM (D-Cell) security personnel deploy and merge with deployed AFSOC weapon system security forces, the ranking individual (DSC) will report to the mission commander. In this situation, the AFSOC DSC will still be responsible for supervisory functions of AFSOC deployed security forces.

NOTE: There exist times when AFSOC security forces may be deployed to an installation where USAF security forces are already present. In this situation, AFSOC security personnel may be asked to integrate/interface with on scene ground defense forces. If this situation arises, ensure your deployed mission commander coordinates upon the tasking. For problems, call DSN 579-5110.

VERNE W. AVERY, Col, USAF
Director of Security Forces

Attachment 1**EFFECTIVE COMMUNICATIONS CHECKLIST**

The first step security forces members can take towards successful mission accomplishment is to realize their most important tool is his/her mind. Quite often, we as security forces members find some people tend to create stressful situations we must champion in order to preserve the peace, create a favorable working environment, or improve our ability to safeguard US resources. In order to help you overcome this obstacle, we have included useful information from University of New Mexico Professor, Dr. George Thompson's verbal judo course indicated below. Understanding and properly applying techniques outlined in this checklist will enhance your ability to better communicate with all people and accomplish your assigned goals. **NOTE:** The majority of information contained in this checklist was derived from information imparted at the Air Mobility Command, Phoenix Raven Course. Keep in mind, reviewing this text does not qualify you as a verbal judo expert. You will have to attend the formal course to gain qualification.

1. Definition: Judo in Japanese means the "The Gentle Way"
 - a. Most people believe Judo is a warlike or aggressive skill.
 - (1) Judo is a technique where you are not countering an opponent. Rather you move with them, using their momentum to pull them off-balance and then propel them to the ground, unharmed.
 - (2) Verbal Judo should be gentle. You will redirect their words rather than make a confrontation, meaning "The Gentle Way of Persuasion."
2. Goals: The ultimate goal is to gain voluntary compliance. Three sub-goals are indicated below:
 - a. Personal Safety: Developing a mind-mouth harmony is the greatest skill in the world. Without this skill you may instigate violence, lose your credibility, alienate people, or lose friends.
 - (1) The most important weapon you take on AFSOC missions is your mind.
 - (2) The deadliest weapon you take is a cocked tongue, seen by many as the American social hand grenade.
 - b. Enhanced Professionalism: Reduces complaints and reduces personal stress by having fewer arguments. You should want to be viewed as a disciplined, courteous, and polite US citizen.
 - c. Increase Efficiency (by improving performance): Accomplished by saying things correctly the first time and not having to go back and apologize, restate, or try to explain why you fired off words that caused trouble.
3. Verbal Judo vs Verbal Karate
 - a. Karate is defined as a self-defense system characterized by sharp blows delivered with the hands and feet.

- b. Verbal Karate is the lashing out, as with the side of a collapsed hand, when you snap at anyone.
 - (1) Whenever you use in a harmful, destructive way those words that rise readily to your lips, you have employed the easiest use of language -- verbal karate.
 - (2) Verbal Karate burns more bridges, alienates more people, and loses more opportunities than anything else you can think of.
 - (3) Sounding off makes you feel good temporarily, but.....
 - * You go tell someone off at a foreign airport because they were bugging you. You feel good because you got him to leave. You say to yourself, "I told him, you bet I did, he had it coming!" Now look at the international incident you probably just created.
 - * Or, you go tell off your supervisor, flightline maintenance supervisor, or any other function that works to help accomplish our force protection mission. Chances are you will have damaged your ability to effectively accomplish your mission and may have even damaged yourself--permanently.
 - * You should never have to apologize for something you said. There is simply no taking back harmful words. You may take them back, but others will always remember the words that hurt. It's like a bullet, pull the trigger and you are left with a empty shell. Think about a time someone said something bad to you. How did it make you feel? And better yet, how did it make you feel about the person?
- 4. Taking Abuse: The question is not whether a verbal attack will happen, but how you will deal with it. Are you going to handle the incident with grace and ease, feeling in the end that everyone benefited? Will you come away feeling like a wimp, a bully, a loser, an idiot, or all the above; when you stop vocalizing, how will the U.S. or security forces section look?
 - a. The first step is to recognize verbal abuse is being flung at you.
 - b. The second step is to admit it is being flung at you. **You can never avoid criticism unless you live in a capsule.** People will criticize you because they dislike you, they are jealous, or they want to feel better than someone else, etc. Learn to anticipate and predict when crap is being flung, then react appropriately.
 - c. It's okay if someone insults, resists, or attacks you verbally.
 - (1) Laugh it off—do not let it get you down.
 - (2) Show that it has no meaning or sting—deflect it.
 - (3) If you fight back and resist, you give their abuse life and credibility.
 - d. Use a strip phrase that acknowledges what they said then add, "But,....."

- (1) Strip phrases hurdle you over the insult that might otherwise allow the person to defeat you.
 - (2) After “but” use only your words that serve your professional purpose.
5. Respect: The difference between the two types of respect are important in dealing with pressured people.
 - a. You must always treat people with respect and show them respect all the time—regardless of circumstances.
 - (1) Treat people the way you would want to be treated under the same circumstances.
 - (2) Demonstrate respect for people by displaying dignity, pride, and assertiveness—honor people.
 - b. We can respect people for who they are, and not what they do. We do not have to respect what someone is doing if it is illegal.
 - c. Disrespecting people puts them down or makes them feel bad, causes us to lose our power, creates more enemies, and forces us to lose our professionalism or earned authority.
 - (1) When we disrespect, we tend to use language irresponsibly.
 - (2) We become part of the problem and create more confrontation.
 - (3) Remember: No one needs an **enemy**--what good will they ever be to you? They can only bring destruction!
6. Different Folks: Verbal Judo starts off with knowing the culture you are entering (either in the U.S. or OCONUS).
 - a. If you do not know the culture of a place you have just entered, it is better to politely ask “May I....” “Do you mind if.....?”
 - b. Since this is not a class on cross-cultural communications, we will discuss a far simpler method of dealing with people effectively. You need to understand there are three basic types of people in the world: Nice People, Difficult People, and Wimps. These characters are the same no matter the culture, gender, age, nationality, or race. Characteristics outlined below:
 - (1) Nice People: Do what you ask them and are happy to do so. Most often not a problem and want to please you. Generally they are easy to communicate with and are motivated toward mission accomplishment.
 - (2) Difficult People: Love to ask why. Will not do exactly what you want them to do. Always want to know how they can benefit from the deal. Ways to cope:
 - * Explain early on what’s in it for them or what they can lose by not participating.
 - * Let them say what they want to say as long as they do what you want them to do. Redirect if necessary!
 - * Let them have the last word. The words can not hurt you, but their actions will. If you take their words away and have the last word you create enemies and escalate the situation. Strive to go away with a win/win situation.
 - (3) Wimp: Ones who sound like Nice People, but are closet

Difficult People. Wimps are hard to identify. You normally get burned first. Characteristics below:

- * They agree and act friendly to your face, then they turn and complain to your boss, to the embassy, etc.
- * These are the folks that you thought were pleased, then took you by surprise, because they didn't have the guts to face you with the problem.
- * Deal with Wimps by confronting them honestly and directly and avoid the urge to gossip about them or snap back.

7. Evaluation. Learning to identify and distinguish the Nice, the Difficult, and the Wimp is a basic first step towards enhancing effective communication. Do not worry though, because common interaction with people will improve your ability overtime.
8. Things you never say. Some phrases are indicated below:
 - a. "Come here!"
 - b. "You wouldn't understand."
 - c. "Because those are the rules."
 - d. "Do you want me to do it?"
 - e. "It's none of your business"
 - f. "What do you want me to do about it!"
 - g. "Calm Down!"
 - h. "What's your problem!"
 - i. "You never...." Or "You always....."
 - j. "I'm not going to say this again"
 - k. "Have a nice day," especially after giving a traffic ticket. In this case, it might be wiser to say, "Please Drive Safely!"

NOTE: If you cut these words and other inappropriate uses of language from your vocabulary, you will find yourself getting in fewer verbal confrontations. Always think--then speak!
9. Empathy: Having empathy is one of the most important things you can do when dealing with folks on AFSOC missions. Strive to see the situation at hand through their eyes and relate.
10. Tools that generate voluntary compliance (LEAPS): There are five basic tools that fit into the acronym LEAPS. Think of LEAPS as an ongoing and changing skill you must use to be effective with people, especially those under pressure.
 - a. L=Listen: Listen carefully and show attentiveness.
 - b. E=Empathize: See their point of view.
 - c. A=Ask: Ask open ended, direct, fact finding questions.
 - d. P=Paraphrase: Restate what you have just heard to clarify meaning and show the person you have been listening.
 - f. S=Summarize: Summarize conversation before you depart.

Attachment 2**PRE-DEPLOYMENT CHECKLIST**

Consider utilizing this checklist and all others indicated below as daily force protection management tools. Team leaders should take the following steps into consideration prior to deployment:

1. Obtain copy of pre-deployment site/vulnerability survey. If a site survey does not exist, ensure a site survey is conducted
 - a. Strive to have a FP Level II trained person accompany team
 - b. Strive to have security team leader accompany survey team
2. Obtain mission/country folder outlining deployment requirements (Contact AFSOC/SFOP if assistance is needed)
 - a. Review current threat information and site survey
 - b. Check Foreign Clearance Guide to determine what weapons can be deployed and for any other pertinent information! Remember to follow arming guidance identified in USSOCOM Message **R 0719302 May 99**, titled "USSOCOM Policy Regarding Deployment of Units and Individuals with assigned Weapons and Ammunition (should be maintained in unit/message center)"
 - c. Contact the deploying countries CINC Representative, Defense Attaché', and Embassy Regional Security Office to coordinate security matters
 - d. Contact the Judge Advocate General (JAG) if required
3. Determine team membership
4. Determine if personnel have received adequate force protection training
5. Determine if personnel have received adequate mobility training
6. Ensure personnel receive theater specific training
7. Ensure personnel have received the required medical shots
8. Verify individual security clearance to include NATO -- ensure it is adequate for the deployment
9. Verify classified storage and destruction capabilities at forward location
10. Obtain specific Area of Responsibility (AOR) threat briefing for entire team (CONUS/OCONUS). OPR is home-station OSI, Threat Working Group (TWG), IN Detachment, or HQ AFSOC TWG
11. Ensure required equipment is issued and/ or palletized (especially non-lethal technology: ASP, OC Pepper Spray, QFEBN LOGDET non-lethal weapon systems, and Stun Gun--if approved)
12. Inspect and properly account for all issued equipment
13. Inspect personnel to ensure proper duty equipment and uniforms
14. Coordinate with Information Security office if transporting classified information
15. Evaluate necessity to hand carry the following Air Force & DoD Instructions and briefings:
 - a. AFI 31-101, and required supplements/handbooks

- b. AFI 31-209, and required supplements/handbooks
(Will be deleted and combined with AFI 31-101 soon)
 - c. AFI 31-210, and required supplements/handbooks
 - d. AFI 31-401, and required supplements/handbooks
 - e. AFI 31-501, and required supplements/handbooks
 - f. DoD 2000-12H, "Protection of Personnel and Activities Against Acts of Terrorism"
 - g. DoD 2000-12H, Appendix C-21 – C-46, "Physical Security Evaluation Guide"
 - h. Joint Pub 3-07.2, Appendix A, Section I. Vulnerability Assessment
 - i. DoD 5200.1-R, Information Security Program
 - j. Standard Level I AT/FP briefing
 - k. AFI 31-301, Air Base Defense and supplements
 - l. AFH 31-302, Air Base Defense Handbook
 - m. DoDI 2000.16, "AT/FP Standards"
 - n. USSOCOM Regulation 525-4, "AT/FP Standards"
- 16. Ensure team members are briefed on rally and departure times
 - 17. Continue to inspect and supervise prior to deployment
 - 18. Be prepared. You may have to give other personnel deploying a Level I AT/FP briefing. Check other personnel deploying with you to determine if they have received a Level I AT/FP briefing within six months of the deployment

Attachment 3**Threat Awareness Checklist**

Coordinate with the following centers to obtain current intelligence and threat conditions:

1. Solicit support from local Office of Special Investigation
2. Solicit support from local Intelligence Detachment
 - a. Obtain specific location threat reports
 - b. Obtain threat reports for locations personnel may visit
 - c. Obtain imagery of deployed located for planning purposes
 - d. Check open source information, e.g., SIPRNET, internet, etc.
Use AFSOC Force Protection Web Page on SIPRNET
Addresses: <http://cedar.hurlbur.af.smil.mil/force/> or <http://137.13.27.105/force/>
3. (If possible) Solicit threat assessment support from AFSOC/SFOP
4. Check Depart of State Foreign Travel Advisory for information on specific countries
5. Solicit support from local Host Nation Security Forces & Law Enforcement Agencies (call ahead if you must)
6. Always solicit support from local U.S. Embassy/RSO and maintain contact once deployed
7. If appropriate, have the deployed Mission Commander establish a Threat Working Group (TWG) and Force Protection Working Group (FPWG)
 - a. Select a TWG Chairperson to communicate recommended TWG options and other issues with the deployed Mission Commander
 - b. Contact AFSOC/SFOP if you need to benchmark/copy our TWG and FPWG operational instructions
8. Ensure all deployed forces are briefed on current threats and approved force protection initiatives
9. Routinely brief and update headquarters elements on threats encountered

Attachment 4**Pre-deployment and Incoming Briefing Checklist.**

The Force Protection Responsible Officer (FPRO) and or AFOSI representative should consider inserting the following information into the pre-deployment and deployed location incoming briefings:

1. Brief installation and restricted area entry procedures to include chemical/biological agent situations
2. Brief local force protection initiatives/threat conditions in place
3. Brief sign-counter sign and duress words
4. Brief personnel on personal protection measures and/or provide JS Guide 5260 "Service Member's Personal Protection Guide: A Self-Help Handbook to Combating Terrorism" and the Antiterrorism Individual Protective Measure Card prior to deployment or at the deployment area if they have not received it
5. Brief key local Law Enforcement concerns (i.e. police number, off-limit areas)
6. Brief deployed location Security Forces telephone numbers and building location
7. Brief on protection of classified information and required security container forms
8. (If required) Verify if assigned personnel have accomplished their NATO Secret Briefing -- If not, ensure it is accomplished
9. Brief on Theater Rules Of Engagement (ROE), have Legal personnel accomplish the brief, or pass out written ROEs
10. Brief use of deadly force.

Attachment 5**Aircrew Pre-Mission Force Protection Checklist**

Utilize this checklist when performing flyaway aircraft security missions where the aircraft is not expected to be on the ground for a long period of time (generally no more than two-five days). The purpose for providing a pre-departure mission briefing is to inform the aircraft commander and crew on any ground threats (terrorist, military, criminal), for protection procedures or recommendations, and physical security measures in-place and that will be provided by the security team during enroute stops. Use the following steps as a guide.

1. Advise the aircraft commander of your need to brief force protection information at the aircrew pre-mission brief
2. Be professional
 - a. Ensure your appearance is immaculate
 - b. Do your homework: ensure your brief is clear and complete
 - c. Be brief: Strive to brief no more than 3-5 minutes
3. Utilize the following format (ensure smooth delivery)
 - a. **Situation:** Provide the current situation at the airfields and their surrounding areas for each enroute stop that may effect security of the aircraft or personnel, i.e., Political, economical, cultural, anti-American sentiment, etc
 - (1) **Threats:** Any known threats to resources or personnel.
Remember the key is to be specific in this area, it could help you out with questions people may have
 - (a) **Terrorist:** Current threat level and any known groups, how they operate, how they are armed, etc
 - (b) **Military:** Any known military threats to the US
 - (c) **Criminal:** Current Criminal Threat Level, any known specific activity (car jacking, murder, rape, theft, etc.), any known locations. Using the SIPRNET (classified web page) is a great source for information on different type threats. In addition, research Department of State Travel Advisories for your intended locations
 - (d) **Foreign Intelligence:** Any known threat from foreign intelligence services operating in the area that may target US personnel for information. You can use OSI to find out what groups may be targeting personnel as well as report to if someone has approached you about information
 - (2) **Friendly Forces:** List all known US, Allied Nation, and Host Nation forces that will operating on or near the airfield
 - (a) **US:** List all known US military forces, location, units designation, and how to contact. Additionally, provide

the Regional Security Officer's name, location, and phone number. This information is found in the Foreign Clearance guide

- (b) **Allied Nation:** List any allied nation military forces, and how to contact
- (c) **Host Nation:** List all information known on host nation forces
 - * **Airfield Security Forces:** Characteristics—are they organized; how many; type of uniforms; vehicles; armament; communications, etc
 - * **Local Police Forces:** Characteristics—same as above—how to contact them?
 - * **Host Nation Military:** Characteristics—same as above—how to contact them?
- b. **Mission (Read Twice):** Provide a clear and concise mission statement that the aircraft security team is to accomplish (ex. Our mission will be to provide the aircraft commander Force Protection advice, close-in aircraft security, positive entry control, airfield security coordination, and to conduct an airfield assessment at the deployed location. In addition, we will assist the aircrew in performing their tasks and administer Level I Force Protection briefings as required).
- c. **Execution:** State where, when, and how you are going to complete your mission
 - (1) **Concept of Operations:** State how you are going to complete your mission at all enroute stops. Include security that will be provided and any additional activities that you will accomplish, i.e., airfield site survey, etc...
 - (2) **Foreign Clearance Guide:** State any pertinent FP requirements for each enroute stop. Verify this with the legal office when possible, before departing on mission
 - (3) **Rules of Engagement:** State ROE and use of force rules for each enroute stop. Coordinate this with the legal office when possible, before departing for your mission.
 - (4) **In-Place Force Protection Measures:** Inform the aircraft commander about the following: Airfield lighting, fencing, alarm systems, CCTV, host security forces, entry procedures, circulation control, weapons & ammo storage and issue procedures and any other important physical security factor.
 - (5) **AFSOC Threat Working Group Force Protection Recommendations:** State any recommendations made by the AFSOC TWG concerning FP issues (billeting, security, personal security measures, etc...)
 - (6) **Aircraft Security Team Recommendations:** State any further recommendations/advice you may have concerning force protection (billeting locations, routes to and from airfield, dress, mode of ground transportation, etc...)

- d. **Service and Support:** State how you will be armed and equipped and other pertinent services that will be provided by the aircraft security team. Remember that service and support goes both ways. Let the aircraft commander/mission commander and aircrew; know what they can do to help you as an aircraft security team. Recommend that the aircraft/mission commander conduct an aerial reconnaissance of the airfield for your airfield survey, as well as any other things you may need help with. Remember not to restate information previously stated.
- e. **Command and Signal:** Cover the following information.
 - (1) Aircraft security team chain of command
 - (2) Known radio operating frequencies (if applicable)
 - (3) Call Signs if radios are utilized
 - (4) Duress Words
 - (5) Running Passwords
 - (6) Key Phone Numbers: Host nation security POC, Embassy RSO, 16 SOW/CP, 16 SFS/SFO, AFSOC/SFOP, Web sites, etc...

***NOTE:** Ensure you follow proper classified protection procedures, if this or any other briefing you give contains classified information.

Attachment 6**DSC Operational Deployment Checklist**

Use this checklist as a memory jogger for important security related tasks.

1. Ensure you advise the COMAFSOF on entry control, internal circulation control, physical security and force protection standards for the Air Force Special Operations Control Center (AFSOCC)!
2. Was the AFSOCC established as a restricted area?
3. Were restricted area signs posted at the entry control point and the exterior of the AFSOCC?
4. Was an entry controller posted at the entrance of the AFSOCC (based on the threat)? Were they armed with an M-9 and required ammunition?
5. Was an EAL prepared and maintained for unescorted entry to the AFSOCC?
6. Were personnel on the EAL limited to mission essential personnel only (i.e., AFSOCC staff members, aircraft commanders, and liaison officers, etc.)?
7. Did the EAL contain the following information? Full Name (last, first, MI), grade, SSAN, organization, security clearance, and restricted area/local badge number.
8. Did the EAL state the period for which the need to enter exists?
9. Was the EAL signed by the COMAFSOF, deputy, or the operations officer?
10. Was the EAL (crew orders or typed document) authenticated by the DSC or security shift supervisor, and delivered to the entry controller by a member of the response force?
11. Was an EAL prepared for each restricted area?
12. Were priority aircraft parked inside a restricted area?
13. Were TDY orders or an EAL used to gain access into the aircraft parking area?
14. Were aircraft secured IAW AFI 31-101?
15. Were ECPs established and all using agencies briefed on their locations and entry procedures?
16. Ensure you advise the COMAFSOF on implementing security measures when the threat increases or decreasing measures when the threat posture is relaxed!
17. Ensure you brief security forces personnel on threats and any additive security measures!
18. Ensure you continually brief the AFSOCC staff on changing THREATCONs and factors, which might affect the security of AFSOC resources and personnel!
19. Are escape and evasion routes to safehavens (airfield/consulate/embassies) clearly identified and thoroughly briefed to all personnel?

20. Are weapons under continuous positive control at all times by an armed custodian who has the ability to sound the alarm if the facility is not alarmed?
21. Is an armed response force capable of responding immediately?
22. Are weapon and munitions custodians ensuring that weapons and munitions are stored, issued, and handled IAW AFI 31-209 (soon to be combined under AFI 31-101) with oversight provided by DSC?
23. Are weapon and munitions custodians maintaining a weapons identification list, to include weapon type, model, and serial number of all weapons?
24. Are priority aircraft that contain firearms or installed weapons systems parked within a restricted area?
25. Are aircrew weapons left aboard the aircraft stored in a locked container and secured to the aircraft?
26. Ensure that firearms, classified information, currency, or drugs are not being stored together!
27. Are individuals designated as custodians or couriers ensuring that deployed War Readiness Spare Kits (WRSK) materials are afforded constant observation to prevent theft or unauthorized use?
28. Do these personnel have the capability to immediately notify security forces of any problems?
29. Do the custodians have radio contact with Maintenance Operation Control Center (MOCC) or the AFSOCC?
30. Are deployed security forces trained and knowledgeable on appropriate weapons and the Air Force policy on the use of force?
31. Are deployed security force members knowledgeable of MAJCOM or Theater ROE?
32. Is the necessary equipment available to support security operations at deployed locations (e.g. weapons racks, gun boxes, etc.)?
33. Are access controls for classified information being observed?
34. Are Emergency Protection Plans for classified information accomplished, posted, and briefed to all personnel?
35. Is classified being handled according to DoD 5200.1-R, AFI 31-401, and established supplements

Attachment 7**Weapons and Munitions, Security, Storage and Handling Checklist**

Use this checklist as a tool to provide minimum essential protection requirements for deployed commanders to secure Air Force weapons and munitions.

1. Ensure strict accountability of weapons during movement
2. Ensure 100 percent inventory is conducted each time custodians change or when facility is opened
3. Attempt to keep firearms storage facilities to a minimum (try to establish a single central location)
4. Ensure established armory procedures are in accordance with AFI 31-209 (soon to be AFI 31-101) and AFH 31-223
5. Ensure weapons and munitions are under continuous positive control at all times by an armed guard or inside an alarmed storage area approved by the installation/mission commander
6. Ensure armed response force is capable of responding within a reasonable time (normally 5 minutes)
7. Ensure weapons custodians maintain a weapons identification list, to include weapon type, model number, and serial number for all weapons
8. Ensure weapons are receipted using the Air Force Form 1297, Temporary Issue Receipt, prepared in duplicate (nomenclature, serial number, and rounds must be entered on the form); Air Force Form 629 may be used for receipt of firearms
9. Ensure weapons issue is approved by the mission commander
10. Conduct joint inventories using the AF Form 1473
11. If forced to utilize a ledger book for weapons accountability, ensure all transactions are documented
12. Ensure priority aircraft containing firearms are stored in the restricted area
13. Ensure aircrew weapons stored on the aircraft are located in a locked container and secured to the aircraft

Attachment 8**Deploying Weapons Checklist**

Consider taking the following actions when deploying firearms.

1. Has a site survey been conducted at the deployed location to determine support available for weapons and ammunition storage?
2. With the exception of security forces and aircrews, will weapons be deployed to support other AFSOC personnel?
3. Have weapon custodians been identified for the protection of the weapons at the deployed location?
4. Are custodian's weapons qualified in order to provide armed protection?
5. Have the units deploying weapons provided a listing, by serial number, of deploying weapons to base supply?
6. Has base supply provided a consolidated listing (CA/CRL) of all deploying weapons to the courier or custodian?
7. Has logistics (LG) been notified of base supply weapons that will be required to support the deployment?
8. Does the weapons custodian have an ample supply of AF Forms 1297 and AF Forms 1473 for weapons issuance? Are these forms stocked with the AFSOCC administration supplies?
9. Does the weapons custodian have the capability to contact security forces?
10. Is a response force available to respond to the weapon and ammunition storage point?
11. If security forces deploy, will they be able to provide a response force if it becomes necessary, or will host security forces provide the response force?
12. If used, can the host response force respond immediately?
13. Have procedures been established identifying who can authorize the issuance of weapons from storage, other than normal day-to-day arming requirements for security force and aircrews?
14. Upon arrival at deployed location are inventories conducted to ensure all weapons and ammunition is accounted for?
15. Are complete joint weapons and ammunition inventories conducted between custodians during shift changes?
16. Are logs maintained of all activities to include weapon issues, inventories, shift changes, relief etc.?
18. Are temporary issue receipts completed in duplicate for accountability during weapon and ammunition issue?
19. Is the original temporary issue receipt kept by the custodian and a copy given to the person turning in the weapon or ammunition?
20. Are temporary issue receipts used to update inventory forms?
21. Are the receipts stored separately from those still issued out?
22. Are custodians aware of who may authorize the mass issuance of weapons to AFSOC personnel?

23. Is there a clearing barrel available at the storage facility (If not, ensure field expedient clearing procedures are set up and followed)?
24. Are weapons clearing supervisors used (Ensure clearing supervisors are knowledgeable of clearing procedures)
25. Are weapons clearing procedures strictly followed?
26. Are only custodians given access to the weapons and ammunition keys or combinations?

Attachment 9**Special Security Instruction Checklist**

Consider utilizing the following checklist to prepare special security instructions in the field.

1. Include Call-Sign
2. Include Duties & Responsibilities
3. Include Post Limits
4. Include country specific challenging procedures, use of force policy, and rules of engagement
5. Include Communications plus hand and arm signals for HELPING HAND and COVERED WAGON
6. Include Entry Procedures for installation and restricted areas for all situations (i.e., Chemical environment)
7. Include Required Equipment
8. If required, include classified handling, disposal and destruction

Attachment 10**Vulnerability Assessment Checklist**

The vulnerability assessment will focus on the capability of the threat to interdict, disrupt or destroy mission critical sites through sabotage, non-signature destruction and direct attack, with the intent to stop or critically degrade mission capability. Refer to DoDI 2000.16, DoDI 2000.12-H, Appendix C (thorough checklist), AFI 31-210 and supplement, Joint Pub 3-07.2, and USSOCOM Directive 525-4, Appendix B (**a thorough vulnerability checklist**) for more detail, and contact your local Intelligence Detachment, OSI office, and or Security Forces unit for assistance.

1. Determine assessment team members
2. Plan to use the vulnerability checklist contained in USSOCOM Directive 525-4, Appendix B or DoDI 2000.12-H, Appendix C
3. Determine updated threat--check current threat assessment
4. Review history and capability of threat
5. Determine the threats ability to affect Site/location/unit
6. Determine physical security measures to counter the capabilities of the threat
7. Brief mission commander on potential threats and recommended actions to counter the threat
8. Ensure the mission commander's approved courses of action are completely implemented

Attachment 11**Travel Briefing Checklist**

Use this checklist to brief deploying personnel or distribute as a training document when required.

1. If possible, travel in civilian clothing
2. Keep a low profile
3. Remove decals and insignia from luggage, jackets, vehicles, etc.
4. Do not wear clothing which readily identifies you as an American
5. Always vary your times and routes—avoid being predictable
6. Use different entrances and exits to buildings
7. Know your routes, always stay alert
8. Know the location of safe havens (police, hospital, embassy, etc.,)
9. Be alert for surveillance activity
10. Look for suspicious persons, vehicles, and packages
11. Avoid trips to remote areas
12. Travel on major thoroughfares; avoid side streets and alleys
13. Travel in small groups (goal: 2-5)
14. Park vehicles in secure areas
15. Search vehicles before use
16. Always keep vehicles locked
17. Do not store sensitive material in vehicle
18. Ensure vehicles are mechanically sound
19. Try to obtain communication equipment for vehicles
20. Do not disclose details about daily activities to strangers
21. Do not stop for strangers or to offer assistance
22. Keep hotel rooms locked and neat (remember your set-up)
23. Do not permit repair or delivery persons in your room
 - * Verify the identity of such individuals
 - * Arrange appointments for them
24. Identify emergency exits
25. Avoid establishments that cater exclusively to Americans
26. If possible, travel by military air
27. Stay in secured areas of airports
28. If possible, limit time near airline counters
29. Do not hand-carry classified or military documents unless absolutely critical
30. If assigned drivers are required, check them out before departure
31. Plan to switch assigned rooms upon arrival at foreign hotels

Attachment 12**Personal Vehicle Security Checklist**

Consider using this checklist to brief deployed personnel on proper vehicle inspection.

1. Visually check vehicle and parking area for intruders or suspicious items
2. If possible, search the vehicle in pairs. Start searching the area around the vehicle for bomb making debris
3. Check exterior for any fingerprints, smudges, or other signs of tampering (to make check easier--leave vehicles dusty & dirty)
4. Check electronic tamper device, if installed. A cheaper option is to use transparent tape on the hood, trunk, gas gap, and doors to alert you to any tampering
5. Check underneath the car, under the fender wells, under the bumpers, and exhaust pipe for any foreign objects, loose wire, etc.
6. Examine wheel lug nuts and the tires for stress marks and any evidence of tampering
7. Check the interior of the vehicle. Use extreme caution. Determine if the doors have been manipulated. Open doors (passenger doors first) just a crack first, look, and then feel gently with your fingers for a trip wire. If none is found, the door can then be opened all the way. Always look inside for suspicious packages or bomb debris. Do not touch anything yet. Look at the carpet and under seats for suspicious packages. Carefully inspect ashtrays, under the dash, the glove compartment, air ducts, and sun visors and mirrors for signs of tampering.
8. Check under the hood and in the trunk. Use caution when searching. Open hood/trunk just a crack first, look, and then feel gently with your fingers for a trip wire. If none are found, the compartment can then be opened all the way. Look for items not normally seen under the hood—check air filter. Pay special attention to the spark plug wire, the distributor, the ignition area, and exhaust manifold. Check the trunk for out of place items
9. Take the following steps to harden your vehicle:
 - * Lock the hood with an additional lock and ensure the factory latch is located inside
 - * Have oversized mirrors installed and keep visors down
 - * Utilize a locking gas gap
 - * Put two bolts through the exhaust pipe, perpendicular to one another. This prevents the insertion of explosive devices in the tail pipe
 - * Use steel-belted radial tires
 - * Install an intrusion alarm system and an extra battery
 - * In high-threat areas, it may be appropriate to:
 - (1) Install car armor

- (2) Have an interior escape latch on the trunk
 - (3) Use fog lights
 - (4) Install bullet-resistant glass
10. REMEMBER: Search all cars, especially rental cars. Recommend switching rental cars if one is specifically assigned when you arrive at the contracting company. In addition, when leaving your vehicle conduct a visual scan, and commit to memory the location of items in, near, and around your vehicle. This will aid in detecting explosive devices or someone tampering with your vehicle.

Attachment 13**Ground Transportation Security Checklist**

Use this checklist to brief assigned personnel who utilize vehicles at the deployed location.

1. Vehicles:
 - * Select a plain car, minimize the “rich American “ look
 - * Consider not using a government car that announces ownership or GOV
 - * Safeguard keys
 - * Keep vehicle in good repair; ensure tires have sufficient tread
 - * Keep gas tank at least ½ full at all times
2. Parking:
 - * Park in well-lighted areas
 - * Always lock your car
 - * If possible, do not leave it on the street overnight
 - * Do not allow entry to the trunk unless you are there to watch
 - * Never get out without checking for suspicious persons. If in doubt, drive away
 - * Leave only the ignition key with parking attendants
 - * Never leave garage doors open or unlocked
 - * Use a remote garage door opener if available. Enter and exit your car in the security of a closed garage
3. On The Road:
 - * Check area for suspicious activity before leaving the building
 - * Check vehicle for suspicious objects before entering
 - * Vary travel routes and avoid late night trips
 - * If possible, travel with companions or in convoy
 - * Avoid isolated roads and dark alleys
 - * Know locations of safe-havens along routes of routine travel
 - * When driving use seat-belts, lock doors, and keep windows closed
 - * Do not get boxed in; allow a minimum 8-foot interval between vehicles (VERY IMPORTANT SAFEGUARD)
 - * Be alert while driving
 - * Know how to react if surveillance is suspected or confirmed
 - ** Circle the block for confirmation of surveillance
 - ** Do not stop or take other actions that could lead to confrontation
 - ** Do not drive home
 - ** Get description of car and its occupants
 - ** Go to nearest safehaven and report the incident to authorities
 - * Recognize events that can signal the start of an attack, such as:
 - ** Cyclist falling in front of your car
 - ** Flagman or workman stopping your car
 - ** Fake police or government checkpoint

- ** Disabled vehicle or accident victims on the road
- ** Unusual detours
- ** An accident in which your car is struck
- ** Cars or pedestrian traffic that box you in
- ** Sudden activity or gunfire
- * Know what to do if under attack in a vehicle
 - ** Without subjecting yourself to harm, draw attention by sounding the horn
 - ** Put another vehicle between you and your pursuer
 - ** Execute immediate turn and escape, jump curb at 30-45 degree angle, 35 mph maximum
 - ** Ram blocking vehicle if necessary
 - ** Go to closest safehaven
 - ** Report incident to nearest DoD authority or law enforcement organization
- 4. Commercial Buses, Trains, And Taxis:
 - * Vary mode of commercial transportation
 - * Select busy stops
 - * Do not always use the same taxi company—don't ride alone
 - * Do not let someone you do not know direct you to a specific cab
 - * Ensure the taxi is licensed and has safety equipment (seat belts at minimum)
 - * Ensure face of driver and picture on license are the same
 - * When traveling by taxi, avoid military oriented subjects. Even if the driver states he does not speak English, do not participate in mission oriented conversations while in the vehicle (assume they all speak English)
 - * Try to travel with a companion (remember two man policy)
 - * If possible, specify the route you want the taxi to follow

Attachment 14**Hotel Security Checklist**

Use this checklist to brief deploying personnel as required.

1. Stay at DoD facilities on TDY whenever possible
2. Avoid staying in hotels with distinctively American names or predominantly American guests
3. Make reservations in two or more hotels and use an assumed or modified name—change rooms upon arrival
4. Avoid taking street-level rooms, terrace-level rooms with direct access to hotel grounds, or stairwells (know emergency exits); Strive for interior rooms located between the 2nd to six floor
5. Retain control over all luggage upon arrival in a hotel lobby
6. When in a hotel, note all escape routes
7. Vary your pattern of entering and leaving your hotel
8. Do not discuss travel plans over hotel phones
9. Use extra caution in hotel lobbies and other public places where bombings or armed attacks may take place
10. Bellboys and other strangers in hotel lobbies should not be asked directions for specific places you intend to go
11. Do not conduct official business or meet casual acquaintances in your temporary living quarters; do not divulge the location of your quarters
12. Discourage efforts to enter your room while you are gone by preserving a “lived-in” look in your room.
13. Keep your room neat (know where your belongings are placed)
14. Hallways should be checked before exiting from an elevator or your room, for out of place objects or for persons who seem to be loitering
15. Do not have packages delivered to your room, nor should you pick up packages delivered to your room
16. Do not leave or store sensitive unclassified military documents in your room. **NOTE: GSA APPROVED ROOM SAFES USED IN PERSONAL LIVING QUARTERS ARE NOT AUTHORIZED FOR THE STORAGE OF CLASSIFIED MATERIAL**
17. Unexpected mail left for you at the desk or slipped under the door of your room should be viewed with suspicion

Attachment 15**Defensive Flying Security Checklist**

Air travel, particularly through high-risk airports or countries, poses security problems different from those of ground transportation. Here are some simple precautions that can reduce the hazards of a terrorist assault. Use this checklist to brief assigned personnel as required.

1. Making Travel Arrangements:
 - * Use office symbols on orders or leave authorizations if the word description denotes a high or sensitive position
 - * Get a threat briefing from AFOSI, Intel, or security forces prior to travel to a high-risk area
 - * Use military air, USTRANSCOM, AMC military contract, or US flag carriers
 - * Avoid scheduling through high-risk areas; use foreign flag airlines and/or indirect routes to avoid high-risk airports
 - * Do not use rank or military address on tickets, travel documents, or hotel reservations
 - * Select window seat; they offer more protection since aisle seats are closer to the hijackers' movements up and down the aisle
 - * Rear seats also offer more protection since they are farther from the center of hostile action, which is often near the cockpit
 - * Seats at an emergency exit may provide an opportunity to escape
 - * If possible, avoid off-base hotels, use government quarters or "safe" hotels
2. Personal Identification:
 - * Do not discuss military affiliation with anyone.
 - * You must have proper identification to show airline and immigration officials
 - * Consider use of a tourist passport, if you have one, with necessary visas, providing it is allowed by the country you are visiting.
 - * If you use a tourist passport, consider placing your official passport, military ID, travel orders and related documents in your checked luggage, not in your wallet or briefcase
 - * If you must carry these documents on your person, select a hiding place on board the aircraft to 'ditch' them in case of a hijacking
 - * Do not carry classified documents unless they are ABSOLUTELY mission-essential
3. Luggage:
 - * Use plain, civilian luggage; avoid military-looking bags, A-3 bags, duffel bags, etc.
 - * Remove all military patches, logos, or decals from your luggage and briefcase
 - * Ensure luggage tags do not show your rank and military address
 - * Do not carry classified or military documents unless they are ABSOLUTELY mission essential

4. Clothing:

- * Travel in conservative civilian clothing when using commercial transportation or when traveling military airlift if you are to connect with a flight at a commercial terminal in a high risk area
- * Do not wear distinct American items such as cowboy hats or boots, baseball caps, American logo T-shirts, jackets, or sweatshirts
- * Wear a long-sleeved shirt or bandage if you have a visible US affiliated tattoo

5. Precautions at the Airport:

- * Arrive early; watch for suspicious activity
- * Look for nervous passengers who maintain eye contact with others from a distance. Observe what people are carrying. Note behavior not consistent with that of others
- * No matter where you are in the terminal, identify objects suitable for cover in the event of attack. Pillars, trash cans, luggage, large planters, counters, and furniture can provide protection.
- * Do not linger near open public areas. Quickly transit insecure ticket counters, waiting rooms, commercial shops, and restaurants
- * Avoid processing with known target groups
- * Avoid secluded areas that provide concealment for attackers
- * Be aware of unattended baggage anywhere in the terminal
- * Observe the baggage claim area from a distance. Do not retrieve your bags until the crowd clears
- * Proceed to customs lines at the edge of the crowd
- * Report suspicious activity to airport security personnel
- * Travel in small groups (2-5). If traveling with a large group, split into smaller groups of two - five when in public places

Attachment 16**Hostage Survival Briefing Checklist**

You may provide this briefing to groups and individuals traveling, or deploying overseas to high threat areas. Individuals receiving this briefing should review DoD directives on the Code of Conduct applicable to terrorist incidents. The key to readiness/survival rests with the individual and his or her ability to apply their training and recommendations set forth in the checklist below.

1. Ensure that your personal affairs are in order:
 - * Keep financial matters current. If needed, start allotments
 - * Make plans in case of an emergency. Discuss long term matters such as children's education and possible relocation
 - * Arrange to assist the family in an emergency. Secure the aid of relatives or friends to help the family during a crisis
 - * Ensure documents are up to date. Make sure your will is current and that appropriate powers of attorney are drawn up
2. Make sure you have necessary medication when traveling
3. (If possible), do not carry classified or sensitive documents
4. Be prepared to explain any documents, telephone numbers, etc.
5. The moment of capture and release are the most critical and dangerous
6. Sudden movements or noise may produce a violent response
7. Maintain composure; recognize what is happening
8. The decision to resist or surrender must be weighed against the danger of overwhelming odds
9. Expect the use of blindfolds, gags, and re-straining devices
10. Do not resist or struggle; this could result in greater violence
11. Stay alert; occupy your mind by focusing on sounds, movement, etc.
12. Engage in memory exercises
13. Request reading and writing materials
14. Be prepared for harsh living conditions:
 - * Loss of privacy
 - * Inadequate food and environmental conditions
 - * Inadequate toilet facilities
15. Let captors know of any medical condition and request medication
16. Establish an exercise program (this will definitely reduce stress)
17. Participate freely in photo sessions if conducted (this will indicate if you are still alive):
18. Establish rapport with your captors:
 - * Let them know you are human
 - * Do not try to deceive them or support their cause
 - * Show them pictures of your family members
 - * Do not present the ugly American attitude foreign terrorists have grown to despise
 - * Do not talk politics or religion

19. Remember, the more time that elapses, the greater your chances of survival

Attachment 17**Individual Force Protection Survey Checklist**

Use this checklist to evaluate your personal force protection preparedness. Make copies and distribute as necessary.

1. Does your unit conduct pre-deployment force protection briefings?
2. Does your unit conduct deployed location incoming briefings?
3. Does OSI, Intel, or Security Police debrief personnel prior to re-deployment?
4. Is there a terrorist threat at your operating location?
5. Are you given adequate terrorist threat updates?
6. Do you feel prepared for the terrorist threat?
7. Was antiterrorism training given to you?
8. Was the training adequate?
9. Were adequate resources provided for force protection?
10. Does leadership at your location place high emphasis on force protection?
11. Do you routinely vary your route and mode of transportation?
12. Do you secure your vehicle when not in use?
13. Do you search your vehicle prior to use?
14. Does your billeting location provide protection from terrorist or criminal acts?
15. Are you billeted on or off base?
16. Does your place of work provide protection from terrorist acts?
17. Is an alerting system in place to warn you of an imminent or likely terrorist attack?
18. Do you know what actions to take before, during, or after a terrorist attack?
19. Could you render first-aid/buddy care following a terrorist attack?
20. Does your functional area leadership place emphasis on force protection procedures?
21. Are you aware of local installation vulnerability assessments? If so, have you provided input?

Attachment 18**Force Protection/Site Survey Checklist**

The purpose of this checklist is to document observations about surveyed locations, facilities, and forces. This checklist is not inclusive and surveyors are encouraged to collect, document, and report any additional relevant data.

NOTE: As a minimum, treat information as FOUO and secure at all times.

1. Include the following information:

- * Exercise/Project Title:
- * Location:
- * Site Usage:
- * Dates of Survey:
- * Background Information:
- * Surveyor Identification:

2. Points of Contact.

- * US Embassy/Consulate
 - Name:
 - Unit:
 - Bldg:
 - Telephone:
 - Alternate POC:
- * Base/Post/Station Commander.
 - Name:
 - Unit:
 - Bldg:
 - Telephone:
 - Alternate POC:
- * Focal Point Officer.
 - Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* US Security Forces/Law Enforcement Agencies.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* US Intelligence/Counterintelligence.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* Host Nation/Organic Interpreter.

Name:

Unit:

Bldg:

Telephone:

Fax.

Email.

Alternate:

* Host Nation Security Forces/Law Enforcement Agencies.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* Host Nation Intelligence/Counterintelligence.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* Hospital/Clinic.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* US/Host Nation Customs.

Name:

Unit:

Bldg:

Telephone:

Procedures/Forms Required:

Alternate POC:

* Public Affairs.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* Explosive Ordinance Disposal (EOD)

Name:

Unit:

Bldg:

Telephone:

Alternate POC

* Airfield Manager.

Name:

Unit:

Bldg:

Telephone:

Alternate POC:

* Classified Destruction Facility.

Name:

Unit:

Bldg:

Level of material cleared to destroy:

Telephone:

Alternate POC:

3. Immediate Threat.

* To US Personnel:

* To US Facilities

* Terrorist Threat (Domestic/Foreign):

** Current threat condition:

** Past threat level (1 yr.):

** Group(s):

** Targets:

** Capabilities:

** Past/Frequency of Attacks/Incidents:

* Criminal Threat:

* Last Vulnerability Survey (Review Contents of Report):

4. Airfield/Installation Security.

* Open/Closed installation:

* Base/Vehicle passes requirement?

** Coordination required?

** Type ID required to enter:

** Who is authorized to enter:

** Procedures to ID visitors:

- ** Escort system available?
 - * Restriction on movement:
 - * Perimeter Fence (Base and/or Airfield):
 - ** Number of gates/hours of operation:
 - ** Number of pedestrian gates/hours of operation:
 - ** Type of fence:
 - ** Lighted perimeter and/or aircraft parking ramp:
 - ** Unobstructed viewing/photography from fenceline or surrounding terrain?
 - * Aircraft Security:
 - ** Flightline badging system?
 - ** Portable barrier system?
 - ** Intrusion Detection System (IDS)?
 - ** Security patrols in effect?
 - ** Boundary marking in effect?
 - ** Flightline Patrols designated?
5. Local/Installation/Host Nation Security Forces.
- * Installation security forces:
 - ** Size:
 - ** Type of patrols:
 - ** Does an installation security plan/resource protection plan exist?
 - ** Armament:
 - ** Is firearms storage provided? Is the facility alarmed or guarded?
 - ** Communications equipment used (back-up/radio battery recharge capabilities):
 - ** Base Map?
 - ** Availability of bomb/drug dogs:
 - ** Security Forces Control Center:
 - *** Location:
 - *** Telephone Number:
 - *** Radio Frequencies:

- ** Rules of Engagement (ROE):
- * Quick Reaction Forces:
 - ** Size and composition:
 - ** Military or civilian:
 - ** Armament:
 - ** Communications equipment used:
 - ** ROE:
 - ** Reaction Time:
- * Host Nation Security Forces (Are they BI-lingual?):
 - ** Size:
 - ** Availability:
 - ** Does an installation security plan/resource protection plan exist?
 - ** Military or civilian?
 - ** Type of patrols:
 - ** Armament:
 - ** Is firearms storage provided? Is the facility alarmed or guarded?
 - ** Communications equipment used (back-up/radio battery recharge capabilities):
 - ** Availability of bomb/drug dogs:
 - ** Security Forces Control Center:
 - *** Location:
 - *** Telephone Number:
 - *** Radio Frequencies:
 - *** Rules of Engagement (ROE):
- 6. Status of Forces Agreement (SOFA):
 - * Is a SOFA in effect?
 - * Which provisions will impact our operations?
- 7. Joint Operations Control Center (JOCC)/Planning Areas.
 - * Location:
 - * Number of personnel required to secure facility:
 - * Location on map:

8. Special Security Officer (SSO) Facility.

- * Number of SCIFs:
- * Location:
- * POC's:
- * Message address:
- * Clearance/Intelligence capabilities (i.e., threat information):
- * Hours of operation:
- * IDS/guards available:
- * Entry procedures:
- * Secure FAX (Type & number):

9. C3I Information Security.

- * Storage Capability
- * Emergency Protection Plans
- * Destruction Facilities and Plans

10. Medical Facilities Capability.

12. Fire Department Capability.

13. Miscellaneous.

- * Driving instructions (recommended routes of travel):
- * Recommended equipment:
- * Curfews and Off-Limit Areas:
- * Billeting arrangements for deployed forces:
- * Local population view of Americans:
- * Are any Memorandum of Agreements Required (MOA)?
- * Attachments (maps, drawings, etc.):
- * Potable Water Availability (Secured?)
- * Food and Power Sources (Secured?)
- * Enemy avenues of approach and potential areas for natural surveillance of friendly forces (Can we control?)
- * Fire Support Plan
- * Prepare OPSEC Survey
- * Should Anti-Terrorism procedures be applied (i.e. 2 person policy)?

Attachment 19**Handling, Storage, Reproduction, and Destruction of Classified Material Checklist**

This checklist outlines the general procedures for handling, storage, reproduction, and destruction of classified material while deployed. Refer to DoD 5200.1-R/AFI 31-401, Information Security Program and AFI 31-501, Personnel Security Program as supplemented for specific guidance.

1. Hand-carrying Classified Material.

- * Have Mission Commander appoint appropriately cleared courier
- * Ensure courier letter is accomplished
- * Ensure criteria listed in DoD 5200.1R/AFI 31-401 is accomplished prior to receiving authorization to hand-carry classified material to include courier briefing
- * Ensure packages and containers are properly constructed IAW established guidance
- * Ensure couriers review emergency destruction procedures

2. Packaging and Preparation.

- * Affix an exemption notice to the outside of the package
- * Prepare two copies of the classified material or equipment list
 - ** Place one copy in the container and give the other to the unit security manager
- * Prepare and place an AF Form 310, Document Receipt and Destruction Certificate on the package
 - ** Place a copy in your suspense file -- initiate tracer after no response in 30 days (CONUS) or 45 days (OCONUS)

3. Packing and Marking.

- * Enclose classified material in two opaque sealed envelopes when transported outside facility
- * Ensure inner cover is sealed and marked as classified material
- * Place articles too bulky in wrapped secure container with red tags attached in three places with classification plainly marked on tags -- include return organization address
- * Place inner cover in outer cover and ensure it is sealed in view of responsible officer who signs the cover
- * Secure the official cover to the outer cover or container
- * Address & plainly mark each outer cover or container as to the office of origin, the container number, total number of containers, and weight and cube, if applicable (outer covers do not bear a marking).

4. Handling Classified Material.

- * Use SF 704 (Secret), SF 705 (Confidential), or AF Form 144 (Top Secret) cover sheets when classified is out of the safe
- * Ensure classified material is released to personnel with a need to know and appropriate clearance
- * Utilize one of three methods to verify clearances: (1) Current

ASCAS roster, (2) employee security manager, supervisor or commander (via letter) and (3) TDY orders

- * Remember to secure classified briefing rooms, check participants for appropriate clearance, and discourage note taking
- * Ensure electronic recording, transmitting, or paging devices are not allowed into classified briefings or classified briefing rooms, this includes but not limited to: radios, pagers, cell phones and recorders
- * Ensure NATO classified material is accessed and handled only by personnel briefing in accordance with AFR 205-43, Safeguarding NATO Classified Information
- * Ensure authorization is documented on AF Form 2583 and kept on file by deployment security manager

5. Storage of Classified Material.

- * Ensure classified material not under positive control of a cleared individual is stored in a GSA approved container
- * Do not commingle NATO and US classified material
- * Separate regular Secret, Secret SPECAT, and Secret "US Only" as well
- * Change the combination of storage containers to 50-25-50 prior to shipment and while unused/stored (Change combo when put in use)
 - ** Bring required equipment for changing combo or contact locksmith at deployed location
- * Remember to utilize SF 700, SF 701, SF 702, AFTO Form 36 and emergency destruction plan

6. Reproduction of Classified Material.

- * Reproduce only when mission essential
- * Strive to certify reproduction equipment prior to deployment and provide appropriate marking
- * Place copier in open area and ensure reproduction instructions are readily available
- * Remember, Top Secret material may not be reproduced without permission from the originator
- * Reproduction of NATO classified must be coordinated and approved by the NATO Sub-Registry

7. Destruction of Classified Material.

- * Ensure all classified information is destroyed properly.
- * Destroy classified in the field by burning or shredding
- * Ensure you deploy with burn bags, matches, and appropriate size can or barrel and screening material.
- * Ensure classified burn bags are secured properly!
- * Ensure a GSA approved shredder is utilized (cross-cut 1/2 by 1/32")
- * Ensure shredders are certified and appropriately marked prior to deployment (If not, ensure it is accomplished)
- * Remember, only one cleared person is required for Confidential destruction – no record required
- * Remember, when two cleared personnel destroy Secret information, no record is required. When a single person destroys Secret

information, they must first complete the AF Form 145, Destruction Certificate, or an AF Form 310, Document Receipt and Destruction Certificate

- * Remember, two properly cleared personnel must be involved in the entire destruction process of Top Secret material. One of them must be a Top Secret Control Officer (TSCO), and the destruction must be recorded on a AF Form 143, Top Secret Register Page
- * Remember, two NATO cleared personnel must be present when destroying NATO classified material. Ensure material is documented on an approved destruction certificate.
- * In event of emergency destruction (time permitting), destroy classified material in order of priority

8. Handling Security Violations.

- * Take immediate steps to secure classified information when ever a security incident occurs
- * Contact the ISPM, Deployed Security Advisor or home station security manager as appropriate within 1 duty day of violation
- * Appoint a security inquiry official and conduct a security inquiry within three days of the violation to determine damage to national security
- * Ensure inquiry actions are coordinated with the security advisor and mission commander (The mission commander has the authority to appoint inquiry officials and initial review authority over security incidents. DSC will complete initial technical review of all deployed security inquiries
- * Through secure channels notify the OPR, home station and affected units of all compromises which may impact upon the deployed mission
- * Transmit all security violation inquiry reports to home station ISPM as soon as operationally feasible -- no later than end of the mission
- * Ensure corrective actions are taken to preclude any subsequent or recurring security violations to occur

9. Deploying with Classified Material.

- * Have couriers been identified to hand-carry classified material?
- * Does courier clearance correspond with level of classified material deployed?
- * Is administrative action pending against courier? (If yes, reconsider allowing person to deploy with classified)
- * Is only classified material and equipment necessary to complete the mission taken?
- * Is official Courier Letter completed per AFI 31-401?
- * Has courier reviewed Chapter VI, AFI 31-401?
- * Has courier reviewed emergency destruction requirements
- * Has all classified material and equipment been identified and a list made?

- * Did the unit or agency approve the list?
- * Is one copy maintained with the courier and material?
- * Is AF Form 310, Document Receipt and Destruction Certificate, used to receipt for classified material and equipment when releasing to other units or agencies at the deployed sites?
- * Is Exemption Notice affixed to outside of package containing classified material?
- * Is hand-carried material enclosed in two opaque sealed envelopes?
- * Is the inner cover of the envelope or package addressed?
- * Does the inner cover have the proper classification markings?
- * Are items too bulky for wrapping, placed in secure container(s) with red tags showing classification?
- * Is the inner cover placed in an outer cover and sealed in the presence of a responsible officer who signs an official cover letter?
- * Does the outer cover have the office of origin, container number, number of containers, weight, and cube of container(s)?
- * If items are too bulky is the container used as an outer wrapping?
- * Does the container, when used as an outer wrapping have three red tags attached with classification annotated on tag?
- * Have procedures for destruction of classified been identified (e.g., certified shredder, burning materials)?
- * Is a copier certified for reproducing classified deployed? If not, is there a copier for use at the deployed location?
- * Have classified cover sheets been obtained for deployed location use (e.g., Confidential/Standard Form (SF) 705, Secret/SF 704, Top Secret/AF Form 144)?
- * Is an adequate amount of cover sheets deployed to cover classified material?
- * Is NATO classified material going to be handled? If YES, has an AF Form 2583 been annotated on the individual reflecting a NATO briefing was conducted?
- * Does the individual have an equivalent US security clearance (Must have equal clearance to grant NATO access)?
- * Upon arrival, has a new lock combination been entered on the container?
- * Is the using agency aware that protection of classified material is their responsibility?
- * During courtesy storage, is classified material placed in a sealed envelope or container?
- * Is the seal taped and signed across?
- * Is a receipt obtained?
- * Are names left with storing agency on who may pick up material?
- * Is the Standard Form (SF) 700, 701, 702, and AFTO Form 36 used to properly maintain the safe and safeguard classified information?

- * Did you ensure classified material marked NORFORN or SPECAT is not collocated with Secret information?

Attachment 20**Deployment Debriefing Checklist (Guide)**

The security force team leader should attempt to have all personnel complete answer the questions indicated in the checklist below prior to departure from the deployed location or as soon as they return to the Main Operating Base (MOB). Ensure this questionnaire has proper classification markings when completed. Minimum protection level for the document is FOUO. Ensure document is forwarded to installation Intelligence Squadron, HQ AFSOC Intelligence Directorate, and the Office of Special Investigations (OSI). If you can't get the information to HQ AFSOC/IN, have one of the other two offices forward the information.

1. Rank and Name:
2. Unit:
3. Duty Phone (DSN):
4. Country/Location Deployed:
5. Inclusive Dates of Deployment:
6. Type of Deployment (i.e., JRX, FTX, OPS, Contingency)
7. Designated Name for Deployment (ex. "DESERT STORM)
8. Billeted in off base quarters :
 - * If yes, what was the name and location?
 - * Were any unusual questioning or activity by quarters staff or guest?
 - * Any evidence or suspicion of unauthorized entry into room?
9. Prior to, during, or following deployment, was there any unusual interest in you, or your activities shown by anyone?
10. During the deployment, did you at any time feel you were being surveilled or monitored?
11. Did any unauthorized person(s) (including US personnel) attempt to obtain information or gain access into secure or sensitive areas?
12. If you have any questions, contact home station AFOSI Special Agent.

Attachment 21

Force Continuum Model Checklist

Utilize this checklist to familiarize your self with the proper use of force continuum.

LEVEL	SUBJECT	ENFORCEMENT ELECTIVES	TOOLS AVAILABLE
ONE BLUE Professional Perception	COMPLAINT	COOPERATIVE CONTROLS	Mental Preparation - risk assessment, survival orientation and perception skills Spatial Positioning - presence, stance, body language, relative positioning Verbal Controls - communication skills (verbal judo), interviewing and behavioral assessments
TWO GREEN Tactical Perception	PASSIVE RESISTANT	CONTACT CONTROLS	All previous level tools Verbal Manipulation Techniques Wrist & Elbow Positioning (Escort) - soft empty hand techniques - hand rotation techniques
THREE YELLOW Threshold Threat Perception	ACTIVE RESISTANT	COMPLIANCE TECHNIQUES	All previous level tools Neuro Muscular Controls - defensive tactics (DT) and pressure points OC Pepper Spray ASP Expandable Baton - as a leverage device (non-striking)
FOUR ORANGE Harmful Threat Perception	ASSAULTIVE (bodily harm)	DEFENSIVE TACTICS	All previous level tools Escape Techniques - escapes from grabs and chokes Personal or Weapons Blocking Defense - use of head, hands, elbows, feet and knees ASP Expandable Baton
FIVE RED Lethal Threat Perception	ASSAULTIVE (serious bodily harm or death)	DEADLY FORCE	All previous level tools The Use of Firearms (As a Last Resort)

Attachment 22**Terrorist Bomb Threat Stand-Off Guide**

The information in this card is intended as a guide for immediate evacuation response to a suspected explosive threat.

Threat	Explosive Capacity	Lethal Air Blast Range	Mandatory Evacuation Distance	Desired Evacuation Distance
Pipe Bomb	5 LBS/ 2.3 KG	25 FT/ 8 M	70 FT/ 21 M	850 FT/ 259 M
Briefcase Suitcase Bomb	50 LBS/ 23 KG	40 FT/ 12 M	150 FT/ 46 M	1,850 FT/ 564 M
Compact Sedan	220 LBS/ 100 KGS	60 FT/ 18 M	240 FT/ 73 M	915 FT/ 279 M
Sedan	500 LBS/ 227 KG	100 FT/ 30 M	320 FT/ 98 M	1,050 FT/ 320 M
Van	1,000 LBS /454 KG	125 FT/ 38 M	400 FT/ 122 M	1,200 FT/ 366 M
Moving Van or Delivery Truck	4,000 LBS /1,814 KG	200 FT/ 61 M	640 FT/ 195 M	1,750 FT/ 534 M
Semi Trailer	40,000 LBS /18,144 KG	450 FT/ 137 M	1,400 FT/ 427 M	3,500 FT/ 1,067 M

- * Explosive Capacity: based on maximum volume or weight of explosives (TNT equivalent) that could fit or be hidden in a suitcase or vehicle.
- * Lethal Airblast Range: is the minimum distance personnel in the open are expected to survive from blast effects. It is based on severe lung damage or fatal impact injury from body translation.
- * Mandatory Evacuation Distance: is the range to which all buildings must be evacuated. From this range to the Desired Evacuation Distance personnel may remain inside the building (with some risk) but should move to a safe area in the interior of the building away from windows and exterior walls. Evacuated personnel must move to the Desired Evacuation Distance.
- * Desired Evacuation Distance: is the range to which personnel in the open must be evacuated and the preferred range for building evacuation. This is the maximum range of the threat from flying shrapnel/debris or flying glass from window breakage.

Attachment 23**Combat First Aid Checklist**

Utilize the attached checklist to re-familiarize yourself with appropriate steps to take when conducting combat first aid.

1. Conduct a Primary Area Survey to ensure the scene is safe! Don protective equipment if available
2. Check victims with most life threatening injuries first! These are normally the most quiet people. Then check those with minor injuries. Utilize your **ABC's (Airway-Breathing-Circulation)** when helping the injured; try not to touch blood—wear gloves (Medical); and continuously re-assure victims by talking and keeping them awake.
 - a. Check for open **airway** - Position victim on back and use the head tilt/chin lift measure taught in Self Aid Buddy Care; If spine injury is suspected, open the airway using the Trauma Jaw Thrust method w/o moving the neck. If needed, clear the airway with a finger sweep to remove any foreign body obstruction. If the patient is having seizures, do not put anything in the mouth, unless it is a bite stick
 - b. **Breathing** - Look, listen, and feel for air exchange. If no breath is present begin rescue breathing.
 - c. **Circulation** - Check for gross external bleeding. Control bleeding by following:
 - (1) Use direct pressure
 - (2) Use elevation (unless an extremity is fractured)
 - (3) Use pressure points:
 - * Use the Carotid Artery located in the groove felt between the Adams apple and the neck muscle, on either side of the neck
 - * Use the Brachial Artery located on the inside of the upper arm between the biceps and triceps muscle
 - * Use the Femoral Artery located in the upper, inner aspect of the thigh or groin area.
 - (4) Apply a Tourniquet as a last resort to control bleeding. Place the tourniquet two inches above the wound and ensure the material utilized is at least two inches wide. Put a "T" on the victims forehead to include the time and date the tourniquet was applied
3. Check and treat for shock.
 - a. Control all obvious external bleeding
 - b. Treat all wounds (i.e., cover with dressing and bandage)
 - c. Splint any possible fractures or trauma to extremities
 - d. Apply nothing by mouth—not even water
 - e. Elevate legs 6-12 inches unless leg fracture, chest injury, or isolated head injury.

- f. Cover victim on top and bottom to keep warm
- g. Transport victim for formal medical treatment
- 4. Treat all wounds:
 - a. Wounds: cover with dressing and bandage
 - b. Open Chest Wounds: cover wound with victim's ID card or equivalent. Have victim exhale and tape card down on three sides and lay the victim on injured side
 - c. Open Abdominal Wounds: gather intestines still connected; place intestines on the abdomen, but not back inside the wound; avoid any pressure to the abdomen; cover wound with moist dressing; flex the person's knees; and give nothing by mouth—not even water
 - d. Fractures: apply the splint so it extends to the joints above and below the suspected fracture site. Always splint fractures in the position found unless there is no distal pulse
(1) If no pulse, reposition with slight traction until a pulse is felt.
 - e. Traumatic Amputations: apply a tourniquet to the stump. Ensure that the tourniquet is not less than two inches in width and is placed no more than two inches above the amputated section. Put a "T" on the victim's forehead to include the time and date the tourniquet was applied.
 - f. Impaled Objects: stabilize the object with a bulky dressing and try to reduce the size of the object. Do not pull the object out.

Attachment 24**Warning Order Checklist**

Warning orders give subordinates advance notice of operations that are to come. This gives them time to prepare. The order should be brief, but complete. Use the following checklist below.

1. **Situation:** Brief description; for example, the enemy is attacking and our flight/squad is defending the north perimeter. Attachments and detachments to the flight or squad.
2. **Mission (Read Twice):** Use the restated mission from the mission analysis.
3. **General Instructions:**
 - a. Chain of command (call out by name when briefing)
 - b. Special teams or task organization within the flight or squad; for example, EPW, aid & litter, search, surveillance, security, compassmen, barrier & sensor team, assault, etc.
 - c. Uniform and equipment common to all and changes from SOP
 - d. Special weapons, ammunition, or equipment different from SOP; e.g., claymore mines, grenades, NVGs (call out who's responsible for what during briefing)
 - e. Tentative time schedule. This is formed on the basis of mission analysis. It includes at least:
 - (1) Earliest time of departure
 - (2) Time and place of OPORD and who will attend
 - (3) Probable execution time
 - (4) Inspection times and items to be inspected (SOP)
 - (5) Rehearsal times and actions to be rehearsed; e.g., actions at the objective, searches, or others actions as time allows
 - f. Additional general instructions as needed or by SOP.
4. **Special Instructions.**
 - a. To subordinate leaders:
 - (1) Flight Sergeant
 - (2) Squad Leader
 - (3) Aircraft Security Team Leader
 - (4) Aircraft Security Team Members
 - (5) RTO
 - (6) IDMT (Medic)
 - (7) Attachments
 - b. To persons helping preparation of OPORD (designated members of your flight/squad/team)

Attachment 25**Operations Order Checklist**

The operations order gives troops the information needed to carry out an operation. OPORDs use a five-paragraph format to organize thoughts and ensure completeness. They also help subordinate leaders understand and follow the order. If possible, use a terrain model or sketch along with a map to explain the order. When required, use the following checklist below.

1. Situation:

- a. Enemy forces.
 - (1) Weather and light data
 - * Sunrise
 - * Sunset
 - * High
 - * Low
 - * Wind Speed
 - * Wind Direction
 - * Moon Illumination
 - (2) Terrain (effect on enemy and friendly forces)
 - (3) Identification of enemy forces
 - (4) Enemy location, known and suspected
 - (5) Enemy strength, morale and capabilities
 - (6) Enemy probable course of action
- b. Friendly forces.
 - (1) Mission of next higher unit (include CC's intent)
 - (2) Location and planned actions of units on the left and right, front and rear
 - (3) Missions and routes of adjacent patrols
 - (4) Units providing fire support
 - * List the fire support means available (ex. Mortar, close air support, etc.
 - * Means to request support
 - * Location of fire support units
- c. Attachments and detachments.

2. Mission (Read Twice). Should be a clear, concise statement of the mission. It tells you who, what (task), when, where and why (purpose).**3. Execution.**

- a. Commander's intent (ex. Defense Force Commander's intent)
- b. Concept of the operation
 - (1) Scheme of maneuver (use map). State in general terms the overall scheme of maneuver. Describe, with sketch, terrain model, and/or overlay, "how" you plan on accomplishing your mission from start to finish (the approach, deployment, and actions at the objective). At a minimum, each subordinate unit/element should receive their tasks with purposes and understand their relationship(s) within your concept.

Include the general direction, distance and mode of travel.

- (2) Sub-unit missions (during movement and actions at the objective). Utilize 5 W's (who, what, when, where, and why).
 - * Flights
 - * Squads
 - * Teams
 - * Special teams (recon and security, assault, support, security, surveillance, POW and search, clearing, aid and litter)
 - * Key individuals (flight sergeant, squad leader, aircraft security team members, RTO, compassman, paceman, or enroute recorder)
- (3) Detailed instructions.
 - * Formations and order of movement (include sketch).
 - ** Traveling, traveling overwatch, and bounding overwatch
 - ** Actions at halts
 - ** Security
 - * Routes (if possible use terrain model)
 - ** Primary route (include azimuth and distance)
 - ** Alternate route (include azimuth and distance)
 - ** Depict routes, check points and fire support targets on the terrain model. Show and give grid of ORP, objective, patrol base and Initial Rally Point (IRP).
 - ** If more than one insertion point is planned, you must include routes from each of these.
 - ** Departure and re-entry of friendly front lines (include sketch)
 - *** Departure.
 - *** Re-entry.
 - ** Rally points and actions at rally points.
 - *** State location of all planned rally points, to include grid location and terrain reference.
 - *** Plan must include: IRP, ORP, Patrol Base (PB), and RRP.
 - *** Describe actions at rally points.
 - *** Signals for continuing mission or aborting mission left at rally point.
 - ** Actions of enemy contact. Describe actions to be taken on: chance contact, far ambush, near ambush, sniper fire, indirect fire, and aerial attack. (include sketch)
 - ** Actions at danger areas (include sketch)
 - *** Issue a plan for negotiating: linear, small, open and large open danger areas.
 - *** Issue specific plans for all known danger areas the unit will encounter on the primary route.

- *** Mines and booby traps.
- ** Actions at the objectives (include sketch or terrain model.
- *** State a plan for actions at the objective.
- *** State alternate plan (to include signal) in case of compromise.
- *** Plan for withdrawal (route for separate elements and teams).
- *** Where unit will assemble after the mission.
- *** Plan for accounting for personnel, equipment, and redistribution of ammunition.
- *** Plan for dissemination of information and where.
- ** Fire support plan. Priority of fires and how you plan on integrating fires to support the concept of operation.
- (4) Coordinating instruction.
 - a. Time of departure and return.
 - b. Rehearsals. State time, place, uniform, equipment, priority and type.
 - c. Inspections.
 - d. Debriefing.
 - e. Priority Intelligence Requirements.
 - f. Annexes. State what type. Issue OPORD. (Refer to Ranger Handbook)
- 4. **Service Support.**
 - a. Rations.
 - b. Arms and ammunition.
 - c. Uniform and equipment each will carry.
 - d. Method of handling dead and wounded
 - e. Method of handling EPWs and captured equipment.
 - f. Plan for re-supply.
- 5. **Command and Signal.**
 - a. Chain of Command (SOP from Warning Order)
 - b. Location of leader during movement and at the objective.
 - c. Signal.
 - (1) Frequencies and call signs.
 - * Within the unit.
 - * With adjacent units.
 - * With higher headquarters and supporting elements.
 - (2) Pyrotechnics and signals to include hand and arm signals.
 - (3) Challenge and password.
 - * Behind friendly lines (from current SEOI)
 - * Forward of friendly lines (from current SEOI)
 - * Running Password.

NOTE: Now is the time to open the discussion for questions. Remember all questions should be held to the end of brief—brief this requirement at beginning of OPORD.

Attachment 26**Useful Field Reports Checklist****Five Point Contingency Plan (GOTWA)**

Prior to leaving the unit/resource, the flight sergeant/squad leader/team leader gives instructions (called a contingency plan on what his actions are going to be, what actions his unit are to take in the event of enemy action and what is to be accomplished in his absence). These instructions include: Where he is going, others he is taking with him, time he will be gone, what happens if he does not return, and actions to be taken if the unit makes contact and if the flight sergeant/squad leader/team leader makes contact. Utilize the acronym **GOTWA** to deliver a 5-point contingency plan.

1. **G - Going;** Going, where the team leader is going.
2. **O - Others;** Others who are accompanying the team leader.
3. **T - Time;** Time he will be gone.
4. **W - What;** What happens if he does not return.
5. **A - Actions;** Action on enemy contact, you and me. Action to be taken by you, the unit. Actions to be taken by me, the team leader.

Ammunition, Casualty, & Equipment (ACE) Report

Use report to brief higher headquarters after hostile encounters with simulated or real world enemy forces.

SALUTE Report

When tasked to perform a patrol or man a defensive fighting position, use this report format to brief higher headquarters on enemy encounters.

1. **S - Size:** How large was the unit?
2. **A - Activity:** What were they doing?
3. **L - Location:** Where were they spotted--give grid coordinate
4. **U - Uniform:** What were they wearing?
5. **T - Time:** When did you see them?
6. **E - Equipment:** What type of equipment or vehicle were used?

OKOCA Principle

Use the following acronym as a memory jogger when selecting defensive positions.

1. **O - Obstacles:** Alarm systems and barriers systems
2. **K - Key Terrain:** Secure high ground or cover by fire
3. **O - Observation and Fields of Fire:** Employ observation devices and clear fields of fire
4. **C - Cover and Concealment:** Construct DFPs and camouflage
5. **A - Avenues of Approach:** Observe, provide early warning, and or cut off from enemy

Attachment 27**Post Briefing Checklist**

Utilize the sample post briefing when deployed and approached on post by assigned leadership personnel.

1. **Identify Yourself:** Sir/Ma'am, I am Sergeant/Airman (*Name*)
2. **Indicate Specific Duties:** My job is to protect assigned aircraft and personnel.
3. **Indicate General Duties:** My general duties are to detect, sound the alarm, and react to neutralize any threat to assigned resources.
4. **Indicate Use of Force:** I am authorized to use that force necessary as prescribed in the ROE, the Foreign Clearance Guide, orders given by the Mission/Aircraft Commander, and on my judgement based on the USAF Force Continuum.
5. **Indicate Communication with Authorities:** I have communication with the appropriate authorities in the case of emergency.
6. **Complete Post Briefing:** Sir/Ma'am, this completes my post briefing, can I answer any other questions you may have.

NOTE 1: Be prepared to answer questions concerning the security forces general orders. General Orders are indicated below:

1. Take charge of your post by securing and protecting personnel and property for which you are responsible until properly relieved. Comply with orders and instructions given. These responsibilities continue until relieved by proper authority.

2. Report all violations of orders you must enforce. You have the authority to apprehend anyone violating those orders. Notify the appropriate control center of the apprehension and detain the apprehended person until assistance arrives. Written procedures cannot cover all situations. In such situations, you must exercise discretion and act according to your best judgement. Immediately contact your superior for instructions.

3. Give the alarm in case of disorder or emergency. Report any unusual event that threatens the security of the installation or endangers life or property. Take reasonable counteractions to save life and property or lessen danger. At the same time, you must maintain the security of your post and remain alert for other possible violations during the emergency.

NOTE 2: Be prepared to answer weapons knowledge questions.
Information indicated below:

WEAPON	AMMO	MAX EFFECTIVE RANGE	MAXIMUM RANGE
M16A2	240 rds	Point: 550m Area: 800m	3600m
M16A1	240 rds	460m	2700m
GAU-5 (MP4)	240 rds	Point: 460m Area: 750m	3600m
M9	30 rds	50m	1800m
Shotgun	18 rds	68m	645m
M203	18rds	Point: 150m Area: 350m	400m
SAW	800rds	1000m	3600m

Attachment 28**Aircraft Familiarization Checklist**

Utilize this checklist as a aircraft safety memory jogger. This checklist can also aid you in identifying places where a stowaway can hide on most USAF aircraft.

1. Never walk between the engines of a C-130 aircraft. They can start at any time.
2. When engines are running ensure you are no closer than 220 ft to the rear and 25 ft to the front.
3. If possible, never exchange weapons fire from the aircraft. An explosion will occur if a projectile penetrates the liquid oxygen containers.
4. Stay away from liquid oxygen containers—if penetrated they can cause extensive bodily damage.
5. Do not use the tires of aircraft as cover/concealment—they are used for take off.
6. Do not use Halon fire extinguishers located on the aircraft without an oxygen mask—it will kill you!
7. During liquid oxygen service stay to the front of the aircraft.
8. Do not let anyone other than the aircrew closer than 25 ft (circle of safety) to the aircraft unless approved by the aircraft commander. Strive to meet personnel approaching the aircraft as far out as 50 ft depending on the situation. This will give you additional space in which to maneuver.
9. When in flight sit in the rear of the aircraft. This is the safest area. Most often during crash landings the rear of the aircraft is least damaged.
10. Ground yourself to the aircraft by touching your skin to the aircraft ground wire. This procedure eliminates static electricity.
11. Let aircrew personnel open doors and hatches.
12. Remember that the fleet service and fuel trucks are the only vehicles that can drive under the wing.
13. Remember a spotter is required when backing near an aircraft.
14. Always park your vehicle with the driver's side adjacent the aircraft.
15. When securing the aircraft ensure all hatches are closed and sealed.
16. Search the following areas prior to take off if the aircraft was left unattended. Ask aircrew for assistance in identifying stowaway locations.
 - a. Check all exterior compartments that can be opened. Especially exterior fuel PODS.
 - b. Check all wheel wells thoroughly.
 - c. Check all aircraft interior stowaway locations. Conduct a systematic search (i.e., front to back).

Attachment 29**Exercise Force Protection Plan Format Checklist**

Utilize this sample format when tasked to prepare a force protection plan annex to an overall exercise plan, real world or otherwise.

1. Situation
 - a. Threat
 - (1) Threat Situation
 - (3) Threat Factors Present: Existence, Capability, Intentions, History, Targeting, & Security Environment
 - (2) Threat Level (s): Negligible, Low, Medium, High, or Critical
 - (3) Threat Assessment: TWG, OSI, or DIA
 - b. Friendly Forces
 - (1) Locations of Your Force
 - (2) Type and number of Security Forces personnel & equipment
 - (3) Host Nation security capability
2. Force Protection Mission
3. Force Protection Execution
 - a. Commander's Intent: A short concise statement on how the commander aspects to obtain force protection throughout mission.
 - b. FP Concept
 - (1) Physical security plan at Operation or exercise site
 - (2) Physical security at bed-down site (where billeted)
 - (3) Transportation security (route survey, vehicle search, etc.)
 - (4) Subsistence security (food and water protection)
 - (5) WMD Preparedness (if required)
 - (6) Rules of Engagement (ROE)
 - (7) Plan for arming of security personnel
 - (8) Movement plan for security personnel/equipment
 - (9) Site(s) map layout/diagram
4. Admin and Logistics
 - a. Admin. AT/FP personnel available (Report all FP issues to the JSOTF FP cell)
 - b. Logistics
 - (1) FP Equipment Lists (i.e., UTC packages):
 - (2) FP Maintenance/Storage:
 - (3) Medical Response Concept: (Refer to medical annex)
 - (4) Coordinate weapons & ammunition storage during transit, deployment and re-deployment
5. Command and Signal
 - a. Signal
 - (1) Internal Force Protection Notification System (i.e., Scope Shield)
 - (2) External FP Emergency Comm System
 - b. Command
 - (1) CE for Force Protection Matters

- (2) Component/Supporting agency chain of command and responsibilities
- (3) Structure Security Concept Command Relationships

NOTE: Remember to mark paragraphs appropriately if the document is classified.

Attachment 30**Re-Deployment Checklist**

Utilize this checklist to ensure appropriate actions are taken prior to departure from the deployed location.

1. Determine when relief will be in place or deployment will be canceled
2. If required, brief assigned personnel on re-deployment dates & times
3. Prepare a briefing for your incoming replacement(s)
4. If required, schedule your replacement for an in-brief with the Mission Commander, DO, IN, OSI, Local SF, Embassy/RSO, host security forces and other key personnel (i.e., J-functions)
5. If required, arrange for replacement transport to TDY site, lodging, and in-processing brief
6. Conducting an inventory of in-place unit equipment prior to arrival of replacement
 - * Re-accomplish task with replacement when they arrive
7. Ensure your replacement is adequately briefed on duties and on-going projects. Accomplish a hands on check of all classified materials. Ensure courier authorization requirements are complied with if classified is to be hand-carried (not advised)
8. If authorized, ensure awards and decoration packages are completed before departure
9. Complete Deployment De-briefing Checklist
10. Schedule departure date and time
11. Ensure all equipment deployed with you is returned to the S-4
 - * Ensure a hand receipt is accomplished for equipment left in place (If required, obtain unit approval before leaving unit equipment behind)
12. Upon return to home station accomplish the following tasks:
 - * Clean and turn in assigned weapons, ammunition and equipment
 - * **Accomplish Trip Report and forward it to AFSOC/SF within 15 days of return to home station -- report is required to assist other deploying SF personnel. Please do your part!**
 - ** As a minimum, ensure the **Trip Report** contains the following information
 - *** **Purpose, Traveler(s), Itinerary, Brief Mission Synopsis, Name of Aircraft Commander, Mission Number, Foreign Clearance Guide Requirements, Discussion (Threat Assessment, Weather, Security Support Received, Special Requirements, What Not To Bring, Off Limit Areas/Restrictions, Available Resources), Lessons Learned, Other information.**

*** Develop a separate **Site Survey Report** outlining the following areas:

- **** **General Description.** Pertinent information about country (location, currency, water, etc.)
- **** **Contacts.** Important contacts & phone numbers.
- **** **Airfield Security Data.**
 - ***** **Fencing data.**
 - ***** **Other Physical Barriers and Security Aids**
 - ***** **Security Forces and Procedures**
(include information about patrols and fixed guard post, entry control, and equipment/weapons)
 - ***** **Airfield lighting**
 - ***** **Aircraft parking areas**
 - ***** **Local billeting Arrangements**
 - ***** **Off installation route security**
 - ***** **Personnel threat.**
 - ***** **Airfield pictures or sketch if pictures are not allowed**
 - ***** **Security Recommendations and additional comments**

Attachment 31**Common Acronym Checklist**

Use this checklist to help decipher common acronyms used by the USAF and AFSOC.

AAR	After Action Report
AFSOCC	Air Force Special Operations Control Center
AFSOF	Air Force Special Operations Forces
AOR	Area of Responsibility
ART	Alarm Response Team
CHOP	Change of Operational Control
COMAFSOF	Commander Air Force Special Operations Forces
DFP	Defensive Fighting Position
DSC	Deployed Security Coordinator
EPW	Enemy Prisoner of War
FCG	Foreign Clearance Guide
FOL	Forward Operating Location
FPWG	Force Protection Working Group
FPB	Force Protection Board
JCET	Joint Combined Exchange Training
JECG	Joint Exercise Control Group
JOPES	Joint Operation Planning & Execution System
JSOAC	Joint Special Operations Area Component
JSOACC	Joint Special Operations Area Component Commander
JSOC	Joint Special Operations Command
JSOTF	Joint Special Operations Task Force
JULLS	Joint Universal Lessons Learned System
MILGRP	Military Group (Military personnel located at Embassy)
MISCAP	Mission Capability Statement
NVG	Night Vision Goggles
OPCON	Operational Control
OPORD	Operations Order
QFEBM	QFEBN Equipment UTC
QFEBN	Five-man Security Team UTC
ROE	Rules of Engagement
RSO	Regional Security Officer (Located at Embassy)
SA	Security Advisor
SC	Security Coordinator
SCIF	Sensitive Compartmented Information Facility
SIPRNET	Secure Internet Protocol Network
SITREP	Situation Report
SOCEUR	Special Operations Command, Europe
SOCPAC	Special Operations Command, Pacific Command
SOF	Special Operations Forces
SPECAT	Special Category (Dealing with classified information)
SRT	Security Response Team

TA	Table of Allowance (SF TA is #538)
TACC	Tactical Airlift Control Center
TWG	Threat Working Group
USAFSOS	United States Air Force Special Operations School
USASOC	United States Army Special Operations Command
UTC	Unit Type Code (ex. QFEBN/QFEBM)